



County of Los Angeles CHIEF EXECUTIVE OFFICE

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SACHI A. HAMAI
Interim Chief Executive Officer

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First District

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Second District

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Third District

DON KNABE
Fourth District

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Fifth District

February 24, 2015

To: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Sachi A. Hamai
Interim Chief Executive Officer

REPORT ON THE FEASIBILITY OF USING ECAPS AS A TRACKING TOOL FOR COUNTYWIDE CONTRACTS (ITEM 17, AGENDA OF JANUARY 27, 2015)

On January 27, 2015, the Board directed the Interim Chief Executive Officer (CEO), the Interim Director of the Internal Services Department (ISD), the Chief Information Officer (CIO), and the Auditor-Controller (A-C) to report back within 30 days on the feasibility of using the existing eCAPS system to implement a countywide contract tracking tool to inform the Board, CEO, and impacted Department(s) of the status of contract solicitations at least 12 to 24 months prior to contract expiration dates.

The County's financial system, eCAPS, provides for tracking countywide service contracts, budgets, expenses, and expiration dates. eCAPS alerts departments when contracts are 30, 60, and 90 days from expiration. To identify contracts within two years of contract expiration, the A-C will develop a new report by April 2015 that will be distributed to the departments, CEO, and the Board on a periodic basis.

A contract dashboard is also in development for County Executive Management that will provide them with insight into their overall department's contract status. This analytic tool will complement the new report by providing them with a quick and easy way to view contracts and is scheduled for implementation in June, 2015.

If you have any questions regarding this request, please contact Jim Jones of my staff at (213) 974-8355, or John Naimo, Auditor-Controller at (213) 974-8302.

SAH:JJ:DC
GS:ef

c: Executive Office, Board of Supervisors
County Counsel
Internal Services

02.25.15 Report on ECAPS

"To Enrich Lives Through Effective And Caring Service"

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